

Internship Announcement Number: 2023-I05

## **Foreign National Student Intern (Fukuoka American Center)**

**OPEN TO:** Undergraduate/Graduate student (non-U.S. citizens)

Applicants must meet the definition of student (see Appendix), must be at least 18 years old at the time of participation in the program and must be either citizens or permanent legal residents of Japan.

**POSITION:** Student Intern

**OPENING DATE:** July 25, 2023

**CLOSING DATE:** August 24, 2023

**WORK HOURS:** Part-time, minimum 16 hours/week (either two full days or three days part-time)

**INTERNSHIP PERIOD:** 6 months from the date of hire. Target starting date is February 2024.

Any student participating in the Foreign National Student Internship Program (FNSIP) is uncompensated and is not an employee of the U.S. Mission, the U.S. Department of State, or the U.S. Government. U.S. citizen students are not eligible for the FNSIP; they must apply for a different program through the State Department Student Internship Program: [www.state.gov](http://www.state.gov)

The Fukuoka American Center is seeking one to three undergraduate/graduate students, resident in the greater Fukuoka area, for an unpaid internship.

### **MAJOR DUTIES:**

1. Assist in planning, creating and implementing social media content.
2. Assist in creating English learning, Education USA student testimony and other event videos.
3. Develop live program and event ideas targeting alumni and young Japanese audiences to foster understanding of American people, culture, and foreign policy and to promote study in the United States.
4. Attend programs and assist staff with writing event reports, taking photos and videos.
5. Research and identify to public affairs staff new contacts among student groups, inter-collegiate groups, professors, and activities with the potential for effective collaboration on shared goals.
6. Other duties as assigned.

### **QUALIFICATIONS REQUIRED:**

1. Good knowledge of American culture, U.S. – Japan relations, international issues and politics, and social issues.
2. Active user of social media including Facebook, Twitter, and Instagram.
3. Knowledge of Microsoft Office (Excel, Word, and Power Point), Basic photo and video editing experience, and familiarity with ChatGPT or similar AI platforms.
4. Level III\* (Good Working Knowledge) English and Level IV\* (Fluent) Japanese.
5. Excellent communication skills (verbal and written).
6. Preferably experience studying in the United States.

\* U.S. Government language standards. For equivalents in other standard tests, please see <https://jp.usembassy.gov/jobs/jobs-resources/>

**ADDITIONAL SELECTION CRITERIA:**

1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.
3. Applicants must receive a successful security certification to participate in the program.

**HOW TO APPLY:**

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Statement of interest form, which is available on our website  
<https://jp.usembassy.gov/jobs/student-internships/>
2. Gratuitous Service Agreement form, also available on the above site.
3. Official transcript illustrating good academic standing
4. Written permission from the educational institution.
5. Language test score

**WHERE TO APPLY:**

Please send your application to [HROTokyo@state.gov](mailto:HROTokyo@state.gov) with Student Intern (2023-I05) on the email subject line.

**Appendix (Definition)**

**Student:** A student is an individual who is enrolled not less than half-time in a high school\*, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

\* **NOTE:** To be considered for the FNSIP, students must have graduated from high school or equivalent secondary school prior to beginning the program and must be at least 18 years old. Also, there is not a break of service for purposes of this requirement if an individual is receiving academic credit for the internship, even if not otherwise taking classes.